

GRADING AND EROSION CONTROL PERMIT

PERMIT GUIDELINES

Description

The Grading and Erosion Control Permit is required for any site work that will disturb 500 square feet or more, or that will occur under the following circumstances:

- The amount of excavation, fill, or combination thereof exceeds 20 cubic yards
- The slope of the site is greater than 20%
- A Grading and Erosion Control Permit is required as a Condition of Approval on a land use approval

Permit Application Requirements

Based on the area of disturbance, the process to apply for a Grading and Erosion Control Permit varies. Please review the following disturbance area thresholds and their applicable permitting processes:

- Area of disturbance is less than 500 square feet
 - City of Hillsboro Grading and Erosion Control Permit is not required, unless the project meets one of the situations listed in the permit description above
- Area of disturbance is 500 square feet to 0.99 acres
 - City of Hillsboro Grading and Erosion Control Permit is required
- Area of disturbance is 1 acre to 4.99 acres
 - City of Hillsboro Grading and Erosion Control Permit and Oregon Department of Environmental Quality (DEQ) 1200-CN Permit are required
- Area of disturbance is 5 acres or more
 - City of Hillsboro Grading and Erosion Control Permit and Oregon DEQ 1200-C Permit are required

A complete submittal for a City of Hillsboro Grading and Erosion Control Permit includes the following materials:

- A completed and signed Grading and Erosion Control Permit Application Form
- One electronic (.pdf) copy of a complete set of construction drawings on CD
 - The construction drawings must meet Clean Water Services [Design & Construction Standards Section 2.04.2](#)
 - Plans are to be to scale unless otherwise specified
 - Coversheet must include:
 - Vicinity map
 - The proposed name of development
 - Developer's name and address
 - Owner's name and address
 - Engineer's name and address
 - Land Use Authority Case File Number
 - Township, Range, Quarter Section
 - Tax map and lot information
 - Index of plan sheets
 - Project or permit application numbers for any other local, state, or federal entity
- Copy of [Service Provider Letter](#) from Clean Water Services (CWS)
- Copy of land use approval from City of Hillsboro Planning Department
- Submittal of the complete plan set through the Project Dox electronic plan review system (requires City authorization) may substitute for submittal of plans on CD.

- For an Oregon DEQ 1200-CN Permit submittal (project disturbance area is 1 acre to 4.99 acres), one electronic (.pdf) copy of a complete set of construction drawings on CD must be submitted to the City of Hillsboro Public Works Department - Engineering Division. The submittal must include all of the items in the [CWS/DEQ 1200-CN ESC Plan Checklist](#). Submittal of the complete plan set through the Project Dox electronic plan review system (requires City authorization) may substitute for submittal of plans on CD.
- For an Oregon DEQ 1200-C Permit submittal (project disturbance area is 5 acres or greater), one electronic (.pdf) copy of a complete set of construction drawings on CD must be submitted to the City of Hillsboro Public Works Department - Engineering Division. The submittal must include all of the items in the [CWS/DEQ 1200-C ESC Plan Checklist](#). Submittal of the complete plan set through the Project Dox electronic plan review system (requires City authorization) may substitute for submittal of plans on CD. Two hard copies (24" x 36") and one electronic (.pdf) copy of a complete set of 1200-C grading and erosion control plans must be provided to CWS following initial City of Hillsboro approval.

Fees

Please review the current City of Hillsboro fee schedule for Grading and Erosion Control Permits [here](#).

City/Agency Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the permit application review process varies with the permit type being requested:

- For a City of Hillsboro [Grading and Erosion Control Permit](#):
 - Fourteen-day City Grading and Erosion Control Permit review
 - Revisions to the permit application plan set requested by the City will require an additional seven-day City review period
 - Following City acceptance, the Grading and Erosion Control Permit will be forwarded to CWS for their 21-day Stormwater Connection Permit Authorization review
 - Revisions to the permit application plan set requested by CWS will require an additional 14-day CWS review period
 - Following CWS approval of the application documents, CWS will issue the Stormwater Connection Permit Authorization
 - Minimum review timeline (without revisions/resubmittals): 35 days
- For an Oregon DEQ [1200-CN Permit](#):
 - Fourteen-day City Grading and Erosion Control Permit review
 - Revisions to the permit application plan set requested by the City will require an additional seven-day City review period
 - Following City acceptance, the Grading and Erosion Control Permit will be forwarded to CWS for their 21-day Stormwater Connection Permit Authorization review
 - Revisions to the permit application plan set requested by CWS will require an additional 14-day CWS review period
 - Following CWS approval of the application documents, CWS, on behalf of Oregon DEQ, will issue the Stormwater Connection Permit Authorization and 1200-CN Permit
 - Minimum review timeline (without revisions/resubmittals): 35 days

- For an Oregon DEQ [1200-C Permit](#):
 - Fourteen-day City Grading and Erosion Control Permit review
 - Revisions to the permit application plan set requested by the City will require an additional seven-day City review period
 - Following City acceptance, the Grading and Erosion Control Permit will be forwarded to CWS for their 21-day Stormwater Connection Permit Authorization review
 - Revisions to the permit application plan set requested by CWS will require an additional 14-day CWS review period
 - Following CWS approval of the application documents, the pending permit will undergo a mandatory 14-day public notice process through Oregon DEQ
 - Following the public notice period, CWS will issue the Stormwater Connection Permit Authorization under the DEQ 1200-C Permit
 - Minimum review timeline (without revisions/resubmittals): 49 days

Inspections

It is likely that an applicant's first encounter with the Grading and Erosion Control (GEC) Inspector will be at the pre-construction meeting. At this stage the proposed erosion control measures, installation schedule, and wet-weather considerations (if applicable) will be discussed. Following the pre-construction meeting, once all erosion control measures are installed and no less than 24 hours prior to start of work, the applicant or their licensed contractor must schedule a pre-inspection with a City GEC Inspector to review the erosion control measure installation. For larger projects, the GEC Inspector will conduct ongoing site inspections on a weekly basis throughout the duration of the project. No more than 48 hours after the permitted work has been completed and all temporary erosion control measures are removed, the applicant or their licensed contractor must schedule a post-construction inspection with a City GEC Inspector to ensure the work has been done in compliance with City Design & Construction Standards, and the site is stabilized.

For further questions please contact:

City of Hillsboro Public Works - Engineering Division

(503) 681-6146

or

ENG_PERMITS@hillsboro-oregon.gov